

**Comptroller's Directive No. 2-04**  
**Attachment 11**  
**Private-purpose Trust Fund Financial Statement Template**

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<b>Purpose</b>	This attachment is used to obtain the financial statement and footnote information for private-purpose funds. This attachment is similar to prior year's Attachment 10.
<b>Applicable agencies</b>	This attachment is applicable to all agencies with private-purpose funds specified on pages 10-12 in the <b><u>Preparation of GAAP Basis (GASBS No. 34) Financial Statement Templates (Attachments 8-12)</u></b> section of this Directive.
<b>Due date</b>	<b>August 19, 2004</b>
<b>Submission requirements</b>	<p>Contact DOA if the agency has any problems with the files.</p> <p><b>A separate template must be completed for each Private-purpose fund specified in the Directive. <u>After downloading the files, rename the spreadsheet file using the agency number followed by Att11-Fund Number.</u></b> For example, if agency 151 has two private-purpose funds, two attachments will be submitted. The attachments will be renamed as 151Att11-PP1.xls and ,151Att11-PP2.xls</p> <p>Submit the excel spreadsheet electronically to <a href="mailto:finrept@doa.virginia.gov">finrept@doa.virginia.gov</a>.</p> <p>Copy APA via E-mail to <a href="mailto:APAFinRept@apa.state.va.us">APAFinRept@apa.state.va.us</a>.</p> <p>Do <b><u>not</u></b> submit paper copies of the excel attachment.</p>

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**Attachment  
revisions**

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If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the [Revision Control Log Tab](#) in the attachment excel file.**

Enter the revision date, applicable excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

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**General  
information**

1. The templates include numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data.
  2. Ensure that all footnote tabs applicable to the data entered on the statements are completed. All funds must complete [Tab 3 – Miscellaneous](#).
  3. Refer to the [GASBS No. 33 – Nonexchange Transactions Overview](#), [GASBS No. 34 – Financial Reporting Model Overview](#), and [Additional Guidance for Preparation of GAAP Basis \(GASBS No. 34\) Fund Financial Statement Templates](#) sections of this Directive for additional preparation guidance.
  4. Each template requires completion of a fluctuation analysis of prior year and current year financial statement template balances. Key the prior year modified accrual basis financial statement template amounts into the appropriate column on [Tab 6—Fluctuation Analysis](#). Each agency should review the Directive section entitled [Additional Guidelines for Preparation of GAAP Basis \(GASBS No. 34\) Fund Financial Statement Templates, Fluctuation Analysis Guidelines and Materiality Scopes](#) to determine the dollar and percentage variance that requires an explanation.
  5. Provide explanations for the fluctuation analysis in a Microsoft Word document and submit with the template.
  6. Contact those listed in the [Questions](#) section of this Directive if additional guidance is required.
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